

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **ASSISTANT SOCIAL WORKER**

Jurisdictional Class: **Competitive**

Date Adopted:

Date Revised: **6/4/79, 7/14/00 (Spec. Req.)**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **13**

DISTINGUISHING FEATURES OF THE CLASS: This class requires the performance of para-professional social work in helping patients with social, emotional, and related difficulties associated with their mental condition. Additionally, the incumbent performs related clerical and administrative duties related to program objectives. The work is performed under supervision of a professional social worker on a consulting or direct supervisory basis. The independence of action of this position will vary depending upon whether or not the position is under the direct supervision of a professional social worker. Employees in this class are expected to meet with professionals of agencies in or outside of the facility to obtain assistance and guidance for patients; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides limited social work services to help patients placed in day centers to adjust to their illness or disabilities;

Acts as program leader in charge of day activity center functions;

Collects and maintains appropriate data from various sources such as professional staff and patients' families to establish an overall approach to solution of psychological, medical and social problems;

Maintains information on community and health resources, which can be utilized during the patient's care and subsequent to his discharge;

Participates in the process of transfer of patients to other levels of care as appropriate;

Works as liaison with private, voluntary and other public agencies to identify the availability to medical and mental health related community services;

Performs community relations' functions such as public speaking and providing educational media.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the practices and procedures of social casework and of the social factors affecting disease and disability; ability to organize work effectively; ability to prepare reports; and ability to get along well with others.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four (4) year college with a Bachelor's degree in sociology, psychology or similarly related field.

SPECIAL REQUIREMENT:

This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.

Last Reviewed: n/a

Last Updated: 6/4/79, 7/14/00 (Spec. Req.)

Reviewed By: n/a

Last Reallocated: n/a